



## **Vacancy Announcement:**

### **Senior Program Officer/Program Manager**

National Democratic Institute for International Affairs (NDI)  
Bangkok, Thailand

#### **JOB DESCRIPTION**

NDI works with democrats and democratic institutions in every region of the world to build political and civic organizations, safeguard elections, promote citizen participation, strengthen openness and accountability in government.

Founded in 1983, the National Democratic Institute for International Affairs (NDI) is a nonprofit, nonpartisan organization working to strengthen and expand democracy worldwide. Headquartered in Washington, D.C., NDI maintains offices in over 65 countries on four continents. In Thailand, NDI implements programs designed to facilitate interaction between citizens and government officials at the local and national level.

Through this vacancy announcement, NDI seeks committed and qualified candidates for the position of Senior Program Officer or Program Manager to implement program activities and perform tasks for the program managed by NDI in support of the Bangkok Metropolitan Administration (BMA) and its project on participatory and open budgeting. The position reports to the NDI Resident Director. To perform this job successfully, an individual must be able to conduct each essential duty and possess the required skill set and experience. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Leads the development and drafting of proposal and work plan formulation and takes part in the overall strategic planning process;
- Leads the development and contributes to the design of program activities according to grant objectives;
- Organizes and oversees implementation of workshops, consultations and other activities related to program objectives;
- Serves as key contact with the local partners to include, BMA government officials, local communities, and civil society groups in Bangkok;
- Provide updates, reports and critical analysis of Thailand political situation to Resident Director as needed;
- Oversees logistical and administrative support needed for implementation of activities;
- Ensures programmatic goals are achieved and reporting requirements are adhered to;
- Monitors performance and deliverables in assigned programs;
- Monitors assigned program budgets;
- Responsible for managing the reporting process at the direction of the Resident Director and in coordination with the M&E officer;

- Oversees weekly, monthly and quarterly reporting and works with the Resident Director, local staff and the DC team to fulfill donor reporting requirements;
- Assists the Resident Director and NDI DC staff with the review and editing of reports;
- Attends relevant meetings, presentations and conferences in order to keep up to date on the latest political developments and information on the region and/or partners;
- Conducts verbal and written translation as needed; and
- Performs other duties as assigned.

#### **EDUCATION AND/OR EXPERIENCE**

- University degree in political science, international relations, economics; law, public administration, social science, or related subject; graduate degree in a similar discipline is preferred.
- Minimum of five/eight years relevant work experience related to implementation of governance programs. Work experience in diplomatic missions (embassies), international development agencies (USAID, DFID, AusAID, SIDA, DANIDA etc.), and international non-governmental organizations (NGOs) is strongly preferred.

#### **REQUIRED SKILLS AND ABILITIES**

- Experience in supporting international development programs and familiarity with donor reporting requirements preferred (i.e. USAID, DFID, or SIDA);
- Experience in conducting political analysis and report writing;
- Ability to manage multiple tasks simultaneously;
- Strong interpersonal skills and demonstrated ability to communicate clearly, effectively, and with cultural sensitivity;
- Excellent oral and written communication skills in English and Thai required;
- Experience in working with local or national government institutions or political parties, and familiarity with the political situation in Thailand preferred;
- Skills on social media management preferred; and
- Experience with Word, Excel, Google Apps (Gmail, Calendar, Drive, etc.), and PowerPoint required; Access preferred.

This position is open to Thai nationals **only**. The anticipated start date will be in July 2024.

The position is full-time and based in Bangkok. Interested candidates should send a CV and letter of interest to [eefendija@ndi.org](mailto:eefendija@ndi.org) AND [jwatkins@ndi.org](mailto:jwatkins@ndi.org) by June 17, 2024. Only short-listed candidates will be contacted and suitable candidates may be contacted before the deadline.

**Contact:** [eefendija@ndi.org](mailto:eefendija@ndi.org)